



2012/2013 Transportation Planning Grants

Application Submittal,
Guidance Updates, and
District Grant Marketing



December 7, 2011

Today's Highlights

- Key Dates
- District Feedback
- Grant Application Walk-Through
- Application Submittal Instructions
- Guidance Updates
- Environmental Justice (EJ) & Community-Based Transportation Planning (CBTP)

Today's Highlights—Cont'd

- Partnership Planning & Transit Planning
- District Grant Marketing
- Contact Information
- Weblinks

2012/2013 Key Dates

- **December 14, 2011** – release application
- **April 2, 2012** – application submittal deadline
- **Summer 2012** – target award and announcement date (pending state budget approval)

Grant Guide and Application Response to Comments



THANK YOU

*....to everyone that provided feedback on the
2012/13 Grant Guide & Application!*

- All comments and suggestions were carefully reviewed and the appropriate changes made
- Responses to district comments were sent on November 30, 2011
- Comments will be posted to the EJ/CBTP Toolbox website
http://onramp.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox.html

The image features a solid green background. On the left side, there is a large white semi-circle. The text "Grant Application" is centered within this white area. Below the text, a dark blue horizontal bar with rounded ends extends from the right edge of the green area towards the right side of the image.

Grant Application

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

Check One Grant Program

- ☐ Environmental Justice
☐ Community-Based Transportation Planning
 ☐ Catalyst Project for Sustainable Strategies Pilot Program
☐ Partnership Planning
☐ Statewide or Urban Transit Planning Studies
☐ Rural or Small Urban Transit Planning Studies
☐ Transit Planning Student Internships

PROJECT TITLE

PROJECT LOCATION
(city(ies) and county(ies))

	APPLICANT		SUB-APPLICANT(S)
Organization		Organization	
Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Executive Director and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	
Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>		Contact Person and title Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	
Mailing Address		Mailing Address	
City		City	
Zip Code		Zip Code	
E-mail Address*		E-mail Address*	
Telephone Number		Telephone Number	

FUNDING INFORMATION
Use the Match Calculator to complete this section.
[Match Calculator](#)

Grant Funds Requested	\$	
Local Match - Cash	\$	
Local Match - In-Kind	\$	
Total Project Cost	\$	
Source of funds		

* The e-mail address you provide will be used for notification of application status, so it must be accurate. Any change to the e-mail address must be reported to the appropriate grant program contact noted at <http://www.dot.ca.gov/hq/app/grants.html>.

Download the latest version of **Adobe Reader X (10.1.1)**® to complete the application.
This version of Adobe is available free of charge.

Application: Page 1

- Please use the Local Match Calculator link to make sure the percentage of local match is correct for the identified grant program.
- Make sure Adobe Reader X is used when filling out the application.

Local Match Requirements

(Same as last year, FY 11-12)

- EJ and CBTP:
 - 10% minimum of the grant amount requested. At least 7.5% of the grant amount requested must be cash match and the rest may be in-kind.
- Partnership Planning:
 - 20% minimum of the total project cost
- Transit Planning:
 - 11.47% minimum of the total project cost

Local Match Calculator:

http://www.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox.html

Local Match Calculators

The image displays two Excel spreadsheets side-by-side. The left spreadsheet, titled 'Match_Calculator_12_2010.xlsx', contains a 'Local Match Calculator' table. The table has four columns: 'Grant Funds Requested', 'Local Match - Cash', 'Local Match - In-Kind', and 'Total Project Cost'. The data rows show values for these categories, with a total project cost of \$110,000.00. Below the table, there are instructions for entering data and calculating the local match percentage. The right spreadsheet, also titled 'Match_Calculator_12_2010.xlsx', shows a table with columns for 'FTA 5304 Transit Planning Grant Amount (\$)', 'Mandatory Match (\$)', 'FHWA Partnership Planning Grant Amount (\$)', and 'FHWA Partnership Planning Grant Amount (\$)'. The data rows show values for these categories, with a total project cost of \$110,000.00. The bottom of the left spreadsheet shows a blue oval highlighting the 'CBTP and EJ' and 'Partnership and Transit' tabs.

	A	B	C
1	Community-Based Transportation Planning and Environmental Justice Planning Grants		
2	Local Match Calculator		
3	Grant Funds Requested	\$100,000.00	
4	Local Match - Cash	\$7,500.00	7.50%
5	Local Match - In-Kind	\$2,500.00	2.50%
6	Total Project Cost	\$110,000.00	
7			
8	<i>Local Match total must be a minimum of 10%</i>		
9	Total Local Match %		10.00%
10			
11	<i>Cash Match must be at least 7.5% of Grant Amount Requested</i>		
12	Total Local-Cash Match		7.50%
13			
14			
15	Instructions:		
16	1) Enter amount requested from Grant Program in Cell B3.		
17	2) Enter Local Match-Cash amount willing to provide into Cell B4.		
18	3) Enter Local Match-In-Kind amount willing to provide into Cell B5.		
19	4) Total Local Match % in Cell C9 should be above 10%. If not, the figure will turn RED and a higher Local Match must be entered.		
20	5) Total Local-Cash Match must be at least 7.5% of Grant Amount Requested or at least 75% of Total Local Match. If the amount is less, Cell C12 will turn RED. And if so, the Local Match-Cash in Cell b4 must be revised.		
21			
22			
23			
24			
25			

	A	B	C	D
1				
2	FTA 5304 Transit Planning Grant Amount (\$)	Mandatory Match (\$)	FHWA Partnership Planning Grant Amount (\$)	Mandatory Match (\$)
3		FTA 5304 Transit Planning (11.47%)		
4		0.00		
5		0		
6		0		
7		0		
8		0		
9		0		
10		0		
11				
12				
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20				

The screenshot displays the Microsoft Excel interface with the following details:

- Title Bar:** Match_Calculator_12_07_2010.xlsx [Read-Only] - Microsoft Excel
- Ribbon Tabs:** Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Help, Acrobat.
- Home Tab Groups:**
 - Clipboard:** Paste, Copy, Cut, Format Painter.
 - Font:** Arial, size 10, Bold, Italic, Underline, Color, Background Color.
 - Alignment:** Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center.
 - Number:** General, Currency, Percentage, Fraction, Decimals, Scientific, Text, Date-Time, Custom Number Formats.
 - Conditional Formatting:** Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets.
 - Format as Table:** Preset Styles.
 - Cell Styles:** Cell Style Gallery.
 - Cells:** Insert, Delete, Format.
 - Editing:** Undo, Redo, Find & Select, Sort & Filter.
- Spreadsheet Content:**

	A	B	C	D	E	F	G	H	I	J	K	L
1	FTA 5304 Transit Planning Grant Amount (\$)	Mandatory Match (\$) FTA 5304 Transit Planning (11.47%)		FHWA Partnership Planning Grant Amount (\$)	Mandatory Match (\$) FHWA Partnership Planning (20%)							
2												
3			0.00		0.00							
4			0		0							
5			0		0							
6			0		0							
7			0		0							
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27												
- Status Bar:** CBTP and EJ | Partnership and Transit

Application: Section 1

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

LEGISLATIVE INFORMATION

Information in this section must directly be tied to the applicant's zip code.

You do not list all legislative members in the project area

State Senator(s)		Assembly Member(s)	
Name(s)	District	Name(s)	District

* Use the following link to determine the legislators.
<http://www.legislature.ca.gov/port-zipsearch.html> (search by zip code)

Grant applications must clearly demonstrate how the proposed transportation planning project promotes federal and/or state transportation planning goals.

1. Select the goals that apply to your grant application.

STATE TRANSPORTATION PLANNING GOALS For all Grant Programs

- ☐ Improve Mobility and Accessibility: Expand the system and enhance modal choices and connectivity to meet the State's future transportation demands.
- ☐ Preserve the Transportation System: Maintain, manage, and efficiently utilize California's existing transportation system.
- ☐ Support the Economy: Maintain, manage, and enhance the movement of goods and people to spur the economic development and growth, job creation, and trade.
- ☐ Enhance Public Safety and Security: Ensure the safety and security of people, goods, services, and information in all modes of transportation.
- ☐ Reflect Community Values: Find transportation solutions that balance and integrate community values with transportation safety and performance, and encourage public involvement in transportation decisions.
- ☐ Enhance the Environment: Plan and provide transportation services while protecting our environment, wildlife, historical and cultural assets.

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

FEDERAL TRANSPORTATION PLANNING GOALS For Partnership Planning and Transit Planning

- ☐ Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
- ☐ Increase the safety of the transportation system for motorized and non-motorized users.
- ☐ Increase the security of the transportation system for motorized and non-motorized users.
- ☐ Increase accessibility and mobility of people and freight.
- ☐ Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
- ☐ Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
- ☐ Promote efficient system management and operation.
- ☐ Emphasize the preservation of the existing transportation system.

Application: Section 2

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

2. Project Description (Do not exceed the space provided.) (20 points)
- A. Briefly summarize project. (10 points)
 - B. Briefly describe the project area. (10 points)

Section A: A good project description is one that can summarize the project in a clear and concise manner.

Section B: This section needs to describe the geographical, socio-economic, and cultural setting of the project area—define the boundaries, urban/rural/suburban setting, ethnic make-up, languages spoken, income-levels, etc.

Application: Section 3

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

3. Project Justification (Do not exceed the space provided.) (20 points)
- A. Describe the problems or deficiencies the project is attempting to address. (10 points)
 - B. Describe how the project will address the identified problems or deficiencies. (10 points)

Section A: This section needs to clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc).

Section B. State how this project addresses issues raised in Section A. Describe how community assets/opportunities will aid in solving the issues presented.

**Fiscal Year 2012-13
TRANSPORTATION PLANNING GRANT
APPLICATION**

- 4. Public Participation (Do not exceed the space provided.) (20 points)**
- A. Identify the project stakeholders (e.g. low-income and minority communities, Native American Tribal governments, other underrepresented groups, community-based organizations, and businesses affected by the project). (10 points)
 - B. Describe the outreach methods that will be used to reach the public and the project stakeholders with an emphasis on engaging traditionally underrepresented communities. (10 points)

Section A: Explain who the stakeholders are and how their participation will enhance this project.

For Transit Planning Internship proposals, the stakeholders would be the educational institutions or other agencies that will be used for recruiting potential interns.

Section B: Public awareness, acceptance, and involvement in the planning process are vital components for successful outcomes. It is important to create an essential link between the public and the project through public participation and integrating feedback into the development of the product. These grants are the catalyst for creating partnerships in the transportation planning process, where the public can support and champion the project. Thoroughly describe the outreach methods that will be used to communicate, and engage traditionally underrepresented communities and stakeholders (e.g., community town hall meetings, charrettes, interactive websites, focus group meetings, surveys, workshops, door-to-door visitations, public events, etc.).

For Transit Planning Internship proposals, (1) provide details about the methods that will be used to recruit interns, and (2) provide details about the public outreach activities, which students will be exposed to during the course of the internship.

Application: Section 4

Application: Section 5

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

5. Project Implementation (Do not exceed the space provided.) (20 points)
- A. List the project's anticipated accomplishments and final deliverables. (10 points)
 - B. Explain how the completed project and its deliverables will be applied, or carried forward, to the next stage/phase. (10 points)

Section A: Identify anticipated accomplishments and deliverables that will be produced. Realistic and achievable outcomes need to be identified by providing plans and recommendations that can be implemented. It is important that a project not only produce an identifiable final product, but also recognize obvious and practical outcomes that the public can support.

Section B: Project implementation is the ultimate goal for these grant programs. Describe how the project deliverables will assist with the plan's overall goal(s) by identifying steps that will lead toward future implementation.

Application: Section 6

Fiscal Year 2012-13 TRANSPORTATION PLANNING GRANT APPLICATION

6. Project Management (20 points)

A. Scope of Work (10 points)

B. Project Timeline (10 points)

The Scope of Work and Project Schedule must be submitted via e-mail along with the application as separate attachments.

Section A: The Scope of Work must be in Microsoft Word format and include:

- Identify work to be done: provide an outline of services needed. List project tasks and include specific project deliverable(s).
- Identify who is responsible for what tasks: Discuss the roles and responsibilities of agency staff and consultant contractors.
- Provide schedule information for the services that will be required.

Section B: The Project Timeline must be in a Microsoft Excel format and include:

- Task duration, responsibilities, cost, cost distribution, and deliverables of all tasks. For EJ and CBTP applications, all project timelines need to reflect a start date of February 2012 and an end date of February 2015; this also applies to Partnership Planning and Transit Planning applications in the San Francisco Bay Area (Caltrans District 4).

SCOPE OF WORK

The scope of work is the official description of the work that is to be completed during the contract. The scope of work must be consistent with the project timeline.

The scope of work must:

- ☐ Be in Microsoft Word format (use template provided).
- ☐ List all tasks and subtasks using the same title as stated in the project timeline.
- ☐ Have task numbers in accurate and proper sequencing; consistent with the project timeline.
- ☐ List the responsible party for each task and subtask. (i.e. Is the work being performed by the applicant or consultant?)
- ☐ Have a thorough and accurate description of each task and subtask.
- ☐ Include a task for a kick-off meeting with Caltrans at the start of the grant.
- ☐ Include a task for procurement of consultants, if consultants are needed.
- ☐ Include public participation and services to diverse communities.
- ☐ Does NOT include environmental, complex design, or engineering work.
- ☐ Include a task for quarterly reporting to Caltrans.
- ☐ List the project deliverable for each task in a table following each task.

- This Checklist was added to make sure that the SOW is complete with all of the needed elements.
- A sample SOW is available online.

PROJECT TIMELINE

The project timeline is the official documentation of the budget and time frame of the project. The project timeline must be consistent with the scope of work.

The project timeline must:

- ☐ Be in Microsoft Excel format (use template provided).
- ☐ List all tasks and subtasks with the same title as stated in the scope of work.
- ☐ Have task numbers in proper sequencing, consistent with the scope of work.
- ☐ Include a task for a kick-off meeting with Caltrans at the start of the grant.
- ☐ Include a task for procurement of consultants, if consultants are needed.
- ☐ Include a task for quarterly reporting to Caltrans.
- ☐ List the responsible party for each task.
- ☐ Complete all budget columns:
 - ☐ Total Cost
 - ☐ Grant Amount (must be identified for each task)
 - ☐ Local Cash Match (must be identified for each task)
 - ☐ Local In-kind Match (if contributed)
- ☐ State a realistic total cost for each task based on the work that will be completed.
- ☐ Include a proportional spread of local cash match. The percentage of local cash match contributed should be the percentage used to determine the local cash match amount for each task on the timeline. For example, if 7.5% local cash match is contributed, multiply 7.5% by the grant amount and note the product in the local cash match column. This must be done for each task.
- ☐ Have the correct fiscal year and months in the heading of the timeframe.
- ☐ Have a best estimate of the amount of time needed to complete each task.
- ☐ Have the timeframe begin at the beginning of the contract period (Feb 2013).
- ☐ Have the timeframe extend all the way to the end of the contract period (Feb 2015).
- ☐ List the deliverable for each task as stated in the scope of work.

- This Checklist was added to make sure that the timeline is complete with all of the needed elements.

- A sample timeline is available online.

LOCAL RESOLUTION

(EJ and CBTP grants only)

The local resolution is a critical part of the grant application package. Applicants are strongly encouraged to plan ahead and ensure that there is adequate time to get the resolution on the agenda of the governing board in order to meet the application deadline. Applications without the required local resolution will be at a competitive disadvantage.

The local resolution must:

- ☐ State the title of the person authorized to enter into a contract with Caltrans on behalf of the applicant.
- ☐ Be enacted by the application deadline.
- ☐ Be signed by the governing board of the grant applicant.

- For EJ and CBTP only.

Sample Local Resolution

CITY OF CAN DO RESOLUTION NO. 009-2012

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF CAN DO AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Board of Directors of for the City of Can Do is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation; and

WHEREAS, a Fund Transfer Agreement is needed to be executed with the California Department of Transportation before such funds can be claimed through the Transportation Planning Grant Programs; and

WHEREAS, the City of Can Do wishes to delegate authorization to execute these agreements and any amendments thereto;

1

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Can Do, **authorize the Executive Director to execute** all Fund Transfer Agreements and any amendments thereto with the California Department of Transportation.

APPROVED AND PASSED this 4th day of February, 2012.

2


John Doe, Chair

3

ATTEST:


Eileen Wright, Executive Director

Local
resolution
must contain
all three of
these
requirements.

Application Submittal Instructions



Application Submittal Instructions

Grantee must submit applications via e-mail

- ✓ **Environmental Justice and Community-Based Transportation Planning Grants**
 - E-mail to: **OfficeofCommunityPlanning@dot.ca.gov**
- ✓ **Partnership Planning and Transit Planning Grants**
 - E-mail to: **Regional_Planning_Grants@dot.ca.gov**
- ✓ Only one application submittal per e-mail is permitted
- ✓ Submit required documents as separate attachments
- ✓ Late, scanned or hard copy applications will not be accepted or reviewed



Application Submittal Instructions

Application submittals must:

- ✓ Identify the district number, grant program, and project title in the subject line of the e-mail (e.g., D1 CBTP, City of Can Do Planning Project)
- ✓ Include the appropriate Caltrans District contact on the e-mail (refer to the Transportation Planning Grant District Contact List)
- ✓ Be submitted by 5:00 pm, Monday, April 2, 2012

Components of a Complete Application

THE FOLLOWING DOCUMENTS ARE REQUIRED:

Submit via e-mail as separate attachments. Refer to the Transportation Planning Grant Guide for additional information and/or samples.

- ☐ Application* (Complete the PDF version of this form provided at <http://www.dot.ca.gov/hq/tpp/grants.html>.) Only one application submittal per e-mail is permitted.
- ☐ Application Signature Page (Print, sign, and scan this page in PDF format)
- ☐ Scope of Work (Microsoft Word format)
- ☐ Project Timeline (Microsoft Excel format)
- ☐ Third Party In-Kind Valuation Plan, if applicable (EJ and CBTP grant programs require this document at the time of application submittal)
- ☐ Map of Project Area
- ☐ Local Resolution (Applicable to CBTP and EJ only – PDF format)

THE FOLLOWING DOCUMENTS ARE OPTIONAL:

- ☐ Digital Photographs of Project Area (when applicable)
- ☐ Letter(s) of Support

Failure to include any of the required documents will result in a reduced application score.

*Scanned or hard copies of the application will not be accepted.

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Guidance Updates

Indirect Cost Allocation Plan

ICAP

- If a grantee, including sub-recipients and third party contractors/consultants, are seeking reimbursement of indirect costs, they must submit an Indirect Cost Allocation Plan (ICAP) or an Indirect Cost Rate Proposal (ICRP) to the Caltrans' Division of Audits and Investigations annually for review and approval prior to reimbursement. An ICAP or ICRP must be prepared and submitted in accordance with 2 CFR, Part 225 and 23 CFR, Part 420 (d) Eligibility of Costs. For more information visit the following website:
- Indirect Cost Allocation Plan:
http://www.dot.ca.gov/hq/audits/icap_icrp.html

Eligible Expenses

Travel Expenses

- Grantees may be eligible to claim travel expenses if they have been approved in the Scope of Work and Project Timeline. All travel expenses must follow Caltrans Travel Guide Policies. For more information on eligible travel expenses, visit the following website: <http://www.dot.ca.gov/hq/asc/travel/>

Ineligible Activity

- ❖ Regional Transportation Plans (RTP) or updates to the RTP

Third Party Contracting

Agreements between a grantee and a sub-recipient, consultant, or sub-consultant are referred to as “third party contracts”.

- An eligible sub-applicant will be identified by an eligible applicant on the onset of the application. If a grantee or a sub-recipient is going to hire a consultant to perform work during the project, then proper procurement procedures need to be used.
- Grantees may use their agency’s procurement procedures as long as they comply with 49 CFR, Part 18.36 and Local Assistance Procedures Manual, Chapter 10.
- Work can only be contracted if it has been stated in the applicant’s Scope of Work and Project Timeline.
- A grantee is fully responsible for all work performed by its sub-recipient, consultant, or sub-consultant.

Third Party Contracting (Con't)

- Caltrans only enters into contract directly with the grantee; therefore, the grantee is responsible to ensure that all third parties adhere to the same provisions included in the contractual agreement between Caltrans and the grantee.
- All government funded consultant procurement transactions must be conducted using a fair and competitive procurement process that is consistent with 49 CFR, Part 18.36.
- All documentation of third party contract procurements must be retained and copies of all agreements must be submitted to Caltrans.
- For more information on third party contracting, visit the following links:
Code of Federal Regulations: **49 CFR, Part 18.36**
Local Assistance Procedures Manual: **Chapter 10**

Local In-Kind Match (Third-Party In-Kind)

Third party in-kind contributions are goods and services donated from outside the applicant's agency such as equipment, printing, facilities, interpreters, staff time, advertising, refreshments provided at public participation events (EJ and CBTP only), and other goods and services.

- An In-Kind Match is not required
- In-kind funds do not need to be distributed proportionally in the project timeline. **Staff time from the applicant is NOT an allowable in-kind expense.**
- If there are in-kind contributions, a valuation plan must be submitted to Caltrans for approval. The Third Party In-Kind Valuation Plan is an itemized breakdown by task and serves as documentation for the goods and/or services to be rendered.

Third Party In-Kind Valuation Plan

The third party in-kind valuation plan is an itemized breakdown by scope of work task and serves as documentation for the goods and/or services to be rendered. The third party in-kind valuation plan must be consistent with the project timeline and grant application cover sheet.

Due to time constraints, EJ and CBTP grant programs require this document at the time of application submittal.

Partnership Planning and Transit Planning grant programs require this document upon grant award as a condition of grant acceptance.

The third party in-kind valuation plan must:

- ☐ Name the third party in-kind local match provider.
- ☐ Describe how the third party in-kind local match will be tracked and documented for accounting purposes.
- ☐ Describe the fair market value of third party in-kind contributions and how the values were determined.
- ☐ Include an itemized breakdown by scope of work task of the total third party in-kind local match amount.
- ☐ Align with the appropriate scope of work tasks on the project timeline.
- ☐ Show the same total third party in-kind local match amount as stated on the grant application cover sheet.

- This is only needed for In-Kind Match
- This Checklist was added to make sure this is complete with all of the needed elements.
- A sample Third Party In-Kind Valuation Plan is available online.

Project Title		City of Can Do Complete Street Plan	
		Fund Source	Fiscal Year

SAMPLE Third Party In-Kind Valuation Plan

Task	Activity	Title	Hourly Rate	Hours	Estimated Cost
2	Public Outreach				
2.1	Community Workshop #1	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
2.2	Community Workshop #2	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170
2.3	Community Workshop #3	Donated Workshop Conference Room	\$50	4	\$200
		Volunteer Workshop Facilitator	\$43	4	\$170

Task 2 Total In-kind Match Amount: \$1,111

Name of the third party in-kind match provider:	CBO
How the third party in-kind match will be documented for accounting:	CBO will submit a statement for donated services rendered to the City of Can Do with the value of estimated cost for conference room rental and volunteer facilitator for each workshop.
Fair Market Value and Determination:	The donated conference room rental rate is \$50 per hour; this is a rate established by CBO. City of Can Do researched the cost for workshop facilitators and the average rate is \$43.

TOTALS		\$48,863	\$44,420	\$3,332	\$1,111
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This sample timeline is for illustrative purposes only. Your scope of work and timeline will include different tasks, fun
Note: Each task must contain a grant amount and a local cash match amount. Local cash match must be proportion
where in-kind services will be used. Please review the grant program section that you will be applying to for details o

The slide features a large green rectangular area on the left side. A white semi-circle is cut out from the right edge of this green area. The text "EJ and CBTP Programs" is centered within this white semi-circle. A dark blue horizontal bar with rounded ends extends from the right edge of the green area, passing behind the text.

EJ and CBTP Programs

Funding Available

- Available Funding this grant cycle:
 - An estimated \$3 million for EJ
 - An estimated \$3 million for CBTP
- Caltrans maintains the flexibility to shift funds between EJ and CBTP grant programs as needed

Local Match

Local Cash Match

- The 10% minimum requirement can be met by providing cash. An applicant can overmatch, however, at least 7.5% of the grant amount requested must be in the form of a local cash match with the remaining contribution as in-kind.
- Cash match must be distributed on a proportional basis throughout each task identified in the project timeline.
- Local cash match sources can include local sales tax, special bond measures, local or federal funds, but cannot be money already earmarked for other programs or projects.
- Third parties (sub-applicant or consultant) cannot provide a local cash match on behalf of the applicant.
- Staff time from the applicant is an allowable expense and is considered cash match. For further explanation, please refer to the Grant Handbook.

In-Kind Match

- An in-kind match is not required, but if it used, a Third Party In-Kind Valuation Plan is required.

Example of Proportional Cash Match

Project Title		City of Can Do Complete Street Plan										
		Fund Source					Fiscal Year					
Task Number		Responsible Party	Total Cost	Grant Amount	Local Cash Match	Local In-Kind Match	J	A	S	O	N	D
1.0	Project Initiation											
1.1	Project Kick-off Meeting	The City	\$538	\$500	\$38	\$0						
1.2	Staff Coordination	The City	\$2,903	\$2,700	\$203	\$0						
1.3	RFP for Consultant Services	The City	\$1,451	\$1,350	\$101	\$0						
1.4	Identify Existing Conditions	Consultant	\$1,618	\$1,500	\$113	\$0						
2.0	Public Outreach											
2.1	Community Workshop #1	Consultant	\$5,208	\$4,500	\$338	\$370						
2.2	Community Workshop #2	Consultant	\$7,143	\$6,300	\$473	\$370						
2.3	Community Workshop #3	Consultant	\$1,145	\$720	\$54	\$371						
3.0	Streetscape Plan											
3.1	Develop Streetscape Concept	Consultant	\$8,600	\$8,000	\$600	\$0						
3.2	Develop Conceptual Design Concept Alternatives	Consultant	\$1,451	\$1,350	\$101	\$0						
3.3	Draft Complete Street Plan	Consultant	\$8,600	\$8,000	\$600	\$0						
3.4	Identify Potential Funding Sources	Consultant	\$1,073	\$1,000	\$75	\$0						
3.5	Joint Planning/Parking and Safety/Bicycle Advisory Commission Meeting	The City/ Consultant	\$774	\$720	\$54	\$0						
3.6	Final Complete Street Plan	Consultant	\$4,300	\$4,000	\$300	\$0						
3.7	City Council Adoption	The City/ Consultant	\$194	\$180	\$14	\$0						
4.0	Project Management & Administration											
4.1	Fiscal Administration	The City	\$2,903	\$2,700	\$203	\$0						
4.2	Quarterly Reports	The City	\$968	\$900	\$68	\$0						
	TOTALS		\$48,863	\$44,420	\$3,832	\$1,111						

This sample timeline is for illustrative purposes only. Your scope of work and timeline will include different tasks, fund sources, and amounts. **Note:** Each task must contain a grant amount and a local cash match amount. Local cash match must be proportional to the grant amount where in-kind services will be used. Please review the grant program section that you will be applying to for details.

- Include a proportional spread of local cash match.
- For example if 7.5% local cash match is contributed, multiply 7.5% by the grant amount and note the product in the local cash match column.
- Grant funds & local cash match must be identified for each task.

Final Product

❖ Crediting Final Product:

- All final reports funded shall credit either the EJ or CBTP financial participation on the cover or title page.

❖ Final Payment:

- All deliverable(s) and **the close-out survey** must be submitted before requesting final payment.
- Caltrans reserves the right to withhold payment to an agency pending receipt of final deliverable(s).
- Payment can be released once final deliverables are received.

Past Performance

- Previous grant performance will be considered during the evaluation process.
 - ✓ Applicants with a history of poor performance such as poor project management, untimely invoice submittals, or an overall poor quality of the final product may be at a competitive disadvantage in the application review process.
 - ✓ Grant funds may not be awarded to prior grant recipients with unresolved past performance issues.
- It is important that current or previous grant recipients, contact their Caltrans District office before submitting their application to ensure that they do not currently have any unresolved past performance issues.



Partnership and Transit Planning Programs

Funding Available

Available funding this grant cycle:

- \$1.2 million for Partnership Planning
- \$1.5 million for Statewide/Urban Transit Planning Studies*
- \$1 million for Rural/Small Urban Transit Planning*
- \$300 thousand for Transit Planning Student Internships*

*Caltrans maintains the flexibility to shift funds between the Transit Planning Grant Programs.

Partnership & Transit Planning Programs

Partnership and Transit Planning:

- Ineligible Activities and Expenses: Incentives
- Who May Apply: District 4/Bay Area Applicants
- Requests for Reimbursements
- Third Party In-Kind Contributions
- Final Product
- Application, Section 4. Public Participation for Transit Planning Internships

Partnership & Transit Planning Programs

Application Evaluation Process

Remember, performance counts!

- Communication
- Invoicing
- Quarterly Progress Reports
- Disadvantaged Business Enterprise Utilization Reports

Regional Planning Seniors and Liaisons, Please Note:

Ensure that Quarterly Progress Reports are submitted and forwarded to Headquarters for the existing Partnership and Transit Planning grant projects. The work performed during the first two quarters of FY 11/12 will be used to determine the performance of any repeat applicants.



District Grant Marketing



District Outreach

All Districts are expected to conduct outreach to grantees.

Methods of outreach can include:

- Send electronic post cards
- Attend community events
- Local Advertisements
- Share with community partners
- Post on district web pages
- Conduct workshops or webinar
- Promote at monthly board meetings
- Word of mouth

Identify Methods of Outreach:

- **Send notification and number of Grant Guides needed to OCP's email by December 29, 2011**
- Include date/time/location, etc.
- Due to budget constraints and our effort to be environmentally conscious, please limit the number of copies that you will be requesting

- HQ will post outreach events/workshops on the Transportation Planning Grant website
- HQ is available to provide outreach assistance

District Contacts

**** As Identified in 12/13 Transportation Planning Grant Guide****

DST	CONTACT	DST	CONTACT
1	Rex Jackman	7	Wilford Melton
2	Michelle Millette	7	Melissa Joshi
3	Nora Hogan	8	John Chiu
4	Beth Thomas	8	Mark Roberts
4	Blesilda Gebreyesus	9	Dave Bloom
4	Becky Frank	9	Forest Becket
4	Erik Alm	10	John Gedney
5	Dan Herron	10	Tom Dumas
6	Randy Treece	11	Mike Kent
		12	Damon Davis

HQ Contacts

Environmental Justice and Community-Based Transportation Planning

Ed Philpot

(916) 653-8817

Jennifer Duran

(916) 654-2389

Ryan Ong

(916) 651-6887

Emily Mraovich

(916) 653-3087

Leslie Mazzeo

(916) 653-3726

Partnership Planning and Transit Planning

Tracey Frost

(916) 653-3175

Priscilla Martinez-Velez

(916) 651-8196

Grant Program Websites

DOTP Grant Website

- <http://www.dot.ca.gov/hq/tpp.grants.html>

ORIP

- <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

EJ/CBTP Intranet Toolbox

- http://onramp.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox.html

EJ/CBTP Internet Toolbox

- http://www.dot.ca.gov/hq/tpp/offices/ocp/ej_cbtp_toolbox.html



Questions